

O/o. Special Secretary (Pers) & CEO / PSCDL	
No. 174 / SS(P) / PA / 19	Received on 4 FEB
Despatched on : 5 FEB	

GOVERNMENT OF INDIA

MINISTRY OF DEVELOPMENT OF NORTH EASTERN REGION

NORTH EASTERN COUNCIL SECRETARIAT

NONGRIM HILLS :: SHILLONG - 793003.

No. ADMN-13012/6/2017-ADMN

Dated: Shillong, the 15th January, 2019

To

As per list.

Sub: Advertisement/Vacancy Circular for the post of Staff Car Driver (Ordinary Grade) on deputation basis in the North Eastern Council Secretariat, Shillong.

Sir,

With reference to the subject cited above, I am directed to enclose herewith a copy of the advertisement No. ADMN-13012/6/2017-ADMN dtd. 15th January, 2019 for the above mentioned post to be filled up on deputation basis, for wide circulation in your organization/department. This advertisement is also being published in the Employment News shortly.

It is requested to forward the applications of eligible and willing candidates to the undersigned within 60 days from the date of publication of the advertisement in the Employment News.

Enclo.: As stated above.

Yours faithfully,

(L. Beimopha)

Deputy Secretary (Admn.)

Ph. No.: 0364-2522647

VS (Pers)

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Buy 5/2/19

GOVERNMENT OF INDIA
MINISTRY OF DEVELOPMENT OF NORTH EASTERN REGION
NORTH EASTERN COUNCIL SECRETARIAT
NONGRIM HILLS :: SHILLONG - 793003.

Advertisement No. ADMN-13012/6/2017-ADMN

Dated: Shillong, the 15th January, 2019

The North Eastern Council Secretariat is looking for the services of suitable officers for filling up 02 (two) posts of Staff Car Driver (Ordinary Grade) on deputation basis in the pay scale of Rs. 3050-75-3950-80-4590/- (5th CPC) pre-revised to PB-1 Rs. 5200-20200/- plus Grade Pay of Rs. 1900/- (6th CPC) corresponding to Level 2 of the Pay Matrix as per 7th CPC.

1.	Method of Recruitment and Eligibility Criteria	:	2 nd method. By deputation from persons holding post of Staff Car Driver or equivalent in the Central/States Government/Union Territory Administration or Government Departments/Central/State Public Sector Undertakings/Universities.
2.	Period of deputation and maximum age limit for the post.	:	Note: Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization/Department of the Central Government, shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall be 'Not exceeding 56 years' as on the closing of receipt of applications.
3.	Job requirement/ Duties and Responsibilities of the post	:	(a) Should drive the allotted official vehicle. (b) Should also look after the maintenance of the vehicle. (c) Should locate faults and rectify minor running defects in the vehicle. (d) Should clear carburetor, plug, etc. (e) Should change wheels and correctly inflate tyres of the vehicle.

The pay and other terms and conditions of deputation will be regulated in accordance with DoPT's O.M. No. 6/8/2009-Estt. (Pay-II) dated 17.06.2010 and No. 2/11/2017-Estt. (Pay - II) dtd. 24.11.2017 as amended from time to time. Cadre authorities/Head of Departments are requested to forward applications of eligible and willing candidates whose services can be spared on **deputation basis** immediately so as to reach the **Deputy Secretary (Admn.) within 60 days** from the date of publication of this advertisement in the Employment News. For Curriculum Vitae (Annexure-I) and other details, the candidates are advised to visit and download from the NEC website <http://necouncil.gov.in>.

Note : The candidates applying for the post would not be allowed to withdraw their candidature subsequently.

LIST OF ENCLOSURES TO BE ACCOMPANIED WITH THE APPLICATION/CERTIFICATES TO BE GIVEN BY THE OFFICE/DEPARTMENT WHILE FORWARDING THE APPLICATION.

1. Application in prescribed format-Annexure II duly completed, signed by the applicant and countersigned by the Cadre/ Appointing authority.
2. Attested copies of ACRs/APARs for the last five (5) years duly attested on each page with seal by an officer not below the rank of Under Secretary to the Govt. of India or equivalent.
3. Integrity Certificate.
4. Vigilance Clearance.
5. Cadre Clearance Certificate.
6. Major or minor penalty certificate for the last 10 years of service.
7. A certificate to the effect that the particulars furnished by the applicant have been verified and found correct as per service records.

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(L. Beimopha)
Deputy Secretary (Admn.)
Ph. No.: 0364-2522647